



Riverside Park Community and Recreation Association (RPCRA)

Board of Directors' Meeting (NO QUORUM)

Wednesday April 3, 2013 7:00 PM

Riverside Churches Room 5, 3191 Riverside Drive, K1V 8N8

Minutes

Board Members Present:

David Hutchinson –President
Sandra Kearns – Director
John Kruithof – Director
Bill Smith – Director

Board Members Absent:

Jeff Atkinson – Director
Jean Emmell - Director
Carolyn Gauthier - Director
Ken Leese – Vice-President and Secretary
Andrew Pinsent – Director
Barbara Squire – Treasurer

Members Present:

Marvin Kaplansky

Guests:

Ann Thompson – Chair of the Parent
Council of Fielding Drive Public School
Eddie Avima – Metroland
David J. Wilson

River Ward Councillor's

Representative:

Almira Ismail

1. Welcome

David Hutchinson opened the discussion at 7:00 PM and chaired the discussion.

There was not a quorum of board members present; it was agreed by those present to have a discussion.

President's Report - David Hutchinson

All committees should think about what they can accomplish this year and board members should be prepared to discuss potential accomplishments at the next board meeting.

2. Councillor's Report:

Almira Ismail presented the monthly report on behalf of Councillor Marie McRae. The Councillor's report can be found at riversidepark.ca

Bill asked Almira Ismail to look at the questions that the Board had asked the Councillor about at the March Board Meeting. Almira Ismail said that she will address the questions from the February and March meetings

John asked what was going to happen to the path between the Brookfield traffic circle and the Confederation O Train station during the reconstruction of that station. Almira Ismail said that it is likely that that path will be closed.

Bill asked that after reconstruction could this stop be renamed Riverside Park. Almira Ismail said that requests for name changes should be made through OC Transpo's website.



3. Committee Reports

Board Admin and City Liaison – David Hutchinson

David is on the FCA education committee and showed some “how-to” documents for Community Associations as a demonstration of how it can be useful to belong to the FCA.

Membership and Communications – Sandra Kearns

Website renewal project: Sandra has reviewed the website and she presented a report. See the attached Communications and Membership Committee Report – April 4, 2013.

Environment – Bill Smith

Waiting for a response from the City to the RPCRA application to adopt Pauline Vanier Park and the walkway between the Brookfield traffic circle and the Confederation O Train station.

We should participate in the spring Clean-up The Capital for Pauline Vanier Park and the walkway between the Brookfield traffic circle and the Confederation light rail stop.

Dave Wilson said that Ecology Ottawa is considering a clean-up the riverbank event this fall along the Rideau River and he asked if the RPCRA would be interested in participating. Bill said that we would be interested and David Hutchinson said that we could look at participating depending on what specifically was going to be done.

Rinks – Barb Squire

Barb was not present.

See attached Rink Report, Board of Directors Meeting, April 3, 2013 that Barb provided for the meeting.

David said that he will be meeting with City staff to discuss the rink contracts/requirements so that we can have a better understanding of what is required next year.

Bill will contact Fraser Wilson (Fraser Wilson Inc.) to say that the RPCRA will be preparing a letter of appreciation for the snow plowing this year; and, to offer him an honorarium (say \$400/\$500).

Special Events Committee – Jeff Atkinson

Jeff was not present.

We should make a decision by our May board meeting as to whether or not we are going to be doing anything this year.



Transportation Committee – John Kruithof

John said that we should put information for seniors using OC Transpo on the RPCRA website.

John is looking at the report on Bronson Avenue.

David said that the Bronson Avenue report has a lot of options in it and could affect our area.

Marvin Kaplansky asked why the RPCRA is interested in what goes on with the traffic on Bronson Avenue. David illustrated and described the study area and said that what happens on Bronson could have some effect on Riverside Park.

6. New Business

Ann Thompson said that the Fielding Drive Public School Parents Association is planning to put up a play structure and is asking for a letter of support from the RPCRA. The RPCRA letter would be attached to an application for funding support from the City. The City likes to have a letter of support from a community group attached to applications. Ann said that Councillor McRae would be providing a letter of support. David said that RPCRA board members have exchanged a number of emails on this and everyone so far has been in agreement to write a letter of support so a letter should not be a problem.

David asked Ann Thompson what has happened to the \$250 that the RPCRA had given this year for a fun day. Ann Thompson said that she would find out and get back to us.

David asked Ann Thompson if the Parents Association was still doing fund raising. Ann Thompson said yes they are.

7. Termination of Meeting: 8:20pm

Minutes recorded by Bill Smith



Communications and Membership Committee Report - April 3, 2013

Reviewed the website and suggest the following changes:

HOME PAGE

- Align the headings along the top of the page with drop down links from Association Information, Maps.
- Shift Home page text to the left to allow for a box on the right. This box could include such headings as What's New (i.e.: Clean up the Capital), Sponsor links, Become a Member link.
- Need to have a way to pay for membership on line. Also suggest that we charge \$10 for a membership whether single or family.

COMMITTEE PAGES

- Lack consistency. For example Communications Committee has contact person on the right; others have info on the bottom. Some are blank. Need to have each Committee Chair review their page and update it. Update regularly i.e.: add seniors bus fares to this page).

MINUTES

- Create a heading for the minutes for the past years 2011 and 2012 and when clicked on links to the monthly minutes. Also do we do them by calendar year or fiscal year?
- Leave current year as is and then compact at the end of the year (calendar or fiscal).
- Is it necessary to have the Councillor's reports back to 2011? How about just the current year?
- Consider separating the Minutes from the Councillor's reports and lining them from the sponsor section on the home page.

NEXT STEPS

- Committee page reviews completed by May meeting
- Create a development site by June meeting (subject to discussion with Ken) for review and approval
- Adjust and create final site over the summer to be launched in September/October

Submitted by Sandra Kearns



RINK REPORT April 3, 2013

All three rinks have closed for the season:

Paget Park - February 22

Arnott Park - March 5

Pauline Vanier - March 10

The rinks were closed anywhere between five to eight days this year due to weather conditions.

We had one incident reported by Arnott Park Rink and that was with a City supplied heater that was overheating and arcing. Reports were filled out and given to the City.

We had two Outdoor Rink Permits issued by the City - one for Fielding Drive School and the other for General Vanier School. We also had the South End Hockey Association using Pauline Vanier Rink; however, the RPCRA was not notified as to whether they had a Permit or not and the Committee will be investigating this with the Rink Coordinator and City Seasonal Recreational.

All reports and keys required by the City have either been submitted or will be picked up Thursday morning which means that we should have our 3rd installment (final) payment, hopefully within the next four or five weeks.

All expenses for the three rinks have been paid (cheques have been written) with the exception of one and that is for snowplowing. Dave, Bill and I have been discussing this and will be writing a cheque shortly. A letter has been written by Dave to Fraser Wilson.

I want again to express my appreciation to all of our Rink Operators, Volunteers and the Rink Committee members for their time, energy and devotion to the RPCRA's Outdoor Rink Program

Submitted by Barb Squire



Outdoor rink permits and guidelines

****All requests must be submitted 5 working days in advance**

Of your booking to confirm and accommodate your group. **

Outdoor rinks are operated by local community volunteers through a purchase of service agreement with the City of Ottawa. Operators devote numerous hours and effort to maintain your local outdoor rink on behalf of the community. The use of these rink surfaces are offered free of charge to residents. In order to ensure that a good relationship is maintained between the community operator and your group, we ask that you adhere to the following guidelines:

Complete the [Permit Request Form](#) click submit and the request will be sent directly to the rink operator of the rink you have chosen.

Getting an ice time

1. The City of Ottawa recommends a minimum of 12 skaters be present throughout your allotted time of use.
2. A permit is issued for the dates, days and times indicated and may not be transferred.
3. Inclement weather such as snowfalls or mild temperatures may cause rinks to be unavailable for use during the time specified on your permit. To find out if the rink is open, the permit holder should contact the rink operator. * Please refrain from skating during mild weather as it can damage the ice for the remainder of the season and pose a safety hazard.
3. The permit may be cancelled if participants do not show up for their allotted time period on two consecutive occasions. Please inform your rink operator if you intend to miss your scheduled time of use.
4. Your rink attendant may ask to see a copy of your permit so please bring a copy on all your outings.
5. Permit holders must follow the directions of the rink attendant and/or the representative of the City of Ottawa.
6. Only a responsible adult is to have access to the field house or change station (if applicable). Keys are not to be duplicated. The key holder is responsible for the changing facility and supervision during the permit time (see #13 below for more information).
7. Children must be under adult supervision at all times.
8. As this is a volunteer operated program it may be necessary for you to scrape/clear the ice before your game. **Scraping and clearing the ice at the end of your allotted time is a requirement.** Please ensure the scrapers/shovels are returned to the facility.
9. For safety, it is recommended that individuals wear helmets while using the rink.
10. To assist community operators with ice maintenance, please ensure snow banks around un-boarded ice surfaces are left intact and that snow is completely shoveled over the boards at boarded rinks.



11. Given the provisions of the “Noise By-Law” rinks may not be used after 11:00 p.m. Lights will to be shut down at this time (through a timer or manually).

12. When leaving the site, please ensure that:

- a) All scrapers and shovels are returned to the facility.
- b) The windows are closed.
- c) The lights are turned off.
- d) The doors are secured and locked.
- e) The facility is clean.
- f) The tap key is inside!

For school permits only

- Students must be under adult supervision at all times, on the ice surface and in the facility.
- Please record daily attendance on provided forms and forward by fax or e-mail at the end of February. Fax (613-580-2591) or e-mail to Carmen.Renaud@ottawa.ca the total attendance for the season.

Thank you for your cooperation. Happy skating!